

**TOWN OF TUFTONBORO
PLANNING BOARD
June 17, 2021
APPROVED MINUTES**

Members Present: Matt Young, Chairman, Gary Qua, Vice-Chairman, Bill Marcussen, Selectmen's Representative, Carol Bush, Tony Triolo, Kate Nesbit, Members.

Member Absent: Laureen Hadley, Member, George Maidhof, Alternate.

Staff Present: Lee Ann Hendrickson, Administrative Secretary.

Chairman Young opened the meeting at 7:03 PM at the Tuftonboro Town House, 247 Middle Road.

I. Public Comment

None.

II. Action Items

**Raymond Graham Revocable Trust
Tax Map #70-2-38 & 70-2-39
Lot Merger**

Carol Bush stated she reviewed the deeds; noting there is a lien on both of the lots.

Staff informed the Board that the applicant has not submitted the first and last page of the trust document and recommended such be a condition of approval.

Matt Young recommended approval of the lot merger conditional upon the following;

1. The applicant shall give written notice to the mortgage holder of the lot merger and provide a copy of the notice to the Tuftonboro Planning Board.
2. The applicant shall submit the first and last page of the Raymond Graham Revocable Trust.

It was moved Gary Qua and seconded by Tony Triolo to approve the Raymond Graham Revocable Trust Lot Merger, Tax Map #70-2-38 and 70-2-39, subject to the recommended conditions of approval. All members voted in favor. The motion passed (6-0).

**Helga Butzer Felleisen Revocable Trust
Tax Map #41-3-30 & 41-3-31
Lot Merger**

Carol Bush stated she reviewed the deeds and there are no liens on either of the properties.

Staff informed the Board that the applicant has not submitted the first and last page of the trust document and recommended such be a condition of approval.

Matt Young recommended approval of the lot merger conditional upon the following;

1. The applicant shall submit the first and last page of the Helga Butzer Felleisen Revocable Trust.

It was moved Tony Triolo and seconded by Kate Nesbit to approve the Helga Butzer Felleisen Revocable Trust Lot Merger, Tax Map #41-3-30 and 41-3-31, subject to the recommended condition of approval. All members voted in favor. The motion passed (6-0).

III. Discussion Items

a. **Ridge Field Corner Subdivision**

Matt Young stated the Board conducted a site walk of the Ridge Field Subdivision with Sean McDonald at 6 PM.

Sean McDonald submitted the As-Built survey, cost estimate to complete the road infrastructure and narrative prepared by Berry Surveying and Engineering, Declaration of Ridge Field Corner Homeowners' Association, Inc., Bylaws of the Ridge Field Corner Homeowners' Association, Inc., Warranty Deed for Lot #6 (drafted and not yet recorded) and a check to be escrowed for the Norway Plains review. He reviewed the As-Built plan noting Lot #6 would be accessed from Ledge Hill Road rather than from within the subdivision as originally proposed. He stated all existing drainage and headwalls would be removed and replaced; noting the castings will need to be reset. He stated the underground utilities and conduits currently exist.

Bill Marcussen questioned the condition of the underground utilities.

Sean McDonald stated such would be inspected. Referencing the cost estimate for the road infrastructure, he stated he would prefer to have an escrow account equal to 115% and draw on those funds as approved by the Town's consulting engineer. He stated a bond would be posting for the paving; noting the road is a private road at this time.

Gary Qua asked if it is acceptable if the applicant posts the bond at a later date.

Matt Young asked the Board if they felt the matter should be reviewed by counsel.

The Board did not feel that such was necessary.

Sean McDonald stated there were no changes made to the bylaws/covenants and restrictions. He stated phasing is not being proposed and the wetlands have been delineated and are noted on the plans. He stated additional monuments need to be set. Relative to Attorney General approval, he stated approval was not issued following the original approval.

The Board and applicant reviewed the letter from Staff, dated 4/21/21, that outlined the conditions of approval for March 15, 1990 and the expectations of the Board based on discussions in February and March 2021, see attached; noting all items noted in the letter except for AG approval and boundary monumentation have been completed.

The Board reviewed the cost estimate provided by Berry Surveying and Engineering and agreed to allow monthly draws by the applicant contingent upon the Town's consulting engineer's signoff.

The Board agreed to the following conditions;

1. The applicant shall set the boundary monuments and submit a Certificate of Monumentation relative to such in order to receive a Certificate of Occupancy for each lot.
2. The applicant shall submit a surety to be escrowed in the amount of \$334,969.87 (excludes paving). Surety to be disbursed monthly upon approval of the Town's consulting engineer.
3. As-Built plans and cost estimate shall be reviewed by the Town's third party engineer.
4. This approval is subject to all necessary State, Federal and local permits and any conditions attached thereto.
5. This approval shall be recognized as an amendment to the originally approved subdivision, dated March 15, 1990.

It was moved by Tony Triolo and seconded by Kate Nesbit to amend the March 15, 1990 approval of the Ridge Field Corner subdivision to include the above noted recommended conditions. All members voted in favor. The motion passed (6-0).

b. Master Plan Steering Committee Update

Gary Qua stated a total of 400 responses have been received and noted 35 responses have been left in the drop boxes and MRI is sorting through the responses. He stated the draft infrastructure chapter is in process; noting MRI is speaking with Town departments. He stated there have been no calls for the Zoom round table discussions.

IV. Other Business

Lachner Family Trust Subdivision Application

Jim Hambrook, agent for the Lachner Family Trust, stated he submitted a subdivision application (77 Lang Pond Road, Tax Map 64-2-1) and questioned when the Board would be considering such; noting he expected review of the application this evening.

Lee Ann Hendrickson stated she was not aware of the submittal of the application.

Jim Hambrook stated he hand delivered the application to Jackie Rollins at the Town Offices.

Lee Ann Hendrickson stated she was at the office prior to the meeting and did not see any application for the Lachner Family Trust. She stated she would look into the matter and get back to him.

July Meeting Dates

- July 1, 2021 meeting has been rescheduled to July 8th
- July 15, 2021 meeting agenda to include two Site Plan Review applications from Verizon Wireless

V. Public Comment

No public present.

It was moved by Gary Qua and seconded by Carol Bush to adjourn the June 17, 2021 Tuftonboro Planning Board meeting. All members voted in favor. The motion passed.

There being no further business before the Board, the meeting adjourned at 7:59 PM.

Respectfully Submitted,

Lee Ann Hendrickson

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